

## **AABP Lead Retrieval How Does It Work?**

The AABP Lead Retrieval will be done exclusively via a web site, so any device with Internet connectivity should work. This would include PC's, cell phones with internet capabilities, PDA's, Blackberries, or even iPods with internet. Any leads captured, will be stored on the web site, and then can be viewed, downloaded or printed at a later time from an Internet connected device (PC). A vendor can have as many vendors entering leads into the same company database as they want.

### **Do I need an EID Scanner or other scanning equipment?**

If you have used the AABP Leads retrieval program in the past, we had the capability to scan QR-codes to look up the AABP members contact info. Since this will be a limit participation conference, we will not be printing QR-Codes on the members name badges, and will not support that scan bar-code feature. In its place, there will be a Leads # printed on members name badge as below:



You will simply type in this # into the app, and it will look up the members contact info.

### **So how is it going to work?**

All OnSite vendors will be assigned a userid and password (one per company). All Exhibitors from the same company will use the same userid and password.

Once a vendor has a userid and password, then they can goto the web site <http://saltlake.aabp.org>, which is the same site that all AABP Salt Lake Conference links and materials will reside. The lower right Icon on the main screen takes you to the Exhibitors Leads section where each exhibitor they will be prompted to log in with their company leads userid and password. *The userid and password will*

*be stored in the browsers cookies, so you should not need to log in each time to start the Leads App on the same device.*

On the [Main Menu](#) of the Leads Retrieval site, they can choose to **add a new lead** or **view/edit** a previously entered lead.

## **Adding New Leads**

To [Add a new lead](#), select that option from the main menu. They will then be prompted for a Lead Code. This code is a randomized code that is printed on each AABP members name tag. This code is **1 character followed by a number**.

Then click on **Look Up User** button. If that members code is registered in the AABP Conference Registration database, then their contact information is [automatically filled in](#).

At the bottom of the form, is a field that the vendor can enter comments about that lead. This would include notes about the conversation with the member, and any additional information about that contact.

When done, simply click the **Save** button, and it is saved.

## **Editing Leads**

Using the [View/Edit Lead button](#) on the main page, a vendor can see all the leads they have stored previous, display them, and update the contact or notes for that record.

## **Getting a report of all Leads gathered**

Using the [View/Edit Lead button](#) on the main page, the vendor can see all contacts entered, simply highlight and copy the table of data into some other program like MSEXcel or MSWord.